



POSITION TITLE: Accounting Manager

LEVEL: Full-Time, Salary-Exempt

REPORTS TO: President and Executive Director

Overview: We are seeking a skilled accounting manager to join our team. The ideal candidate will be responsible for managing all aspects of financial management, including regulatory and financial reporting, budget and forecast preparation, as well as serving as the accounts payable clerk. The qualified candidate will collaborate with the senior management team and board of directors to strategize and execute financial objectives, ensuring the organization's financial health and compliance with non-profit accounting standards. Strong attention to detail, excellent communication skills and the ability to work effectively in a fast-paced environment are required in this role. The accounting manager will be responsible for processing vendor invoices, reconciling accounts and maintaining accurate financial records and providing accurate and efficient financial reports.

Responsibilities:

• **Financial Reporting:**

- Prepare monthly and annual financial statements.
- Preparation of financial reports.
- Ensure accuracy, completeness and timeliness of financial reporting.
- Assist in generating accounts payable reports and analysis as required.

• **Budgeting and Forecasting:**

- Lead the annual budgeting process and provide ongoing monitoring and analysis of budget variances.
- Develop financial forecasts and models to support strategic decision making.
- Provide insights and recommendations to senior management based on financial analysis.

- **Financial Analysis:**

- Conduct thorough financial analysis to identify trends, opportunities and risks.

- **Internal Controls:**

- Establish and maintain internal control policies and procedures to safeguard company assets and ensure compliance with regulations.
- Monitor compliance with internal controls and recommend improvements as necessary.

- **Audit and Tax Compliance:**

- Coordinate and oversee the annual audit process, liaising with external auditors.
- Ensure compliance with tax regulations and manage tax reporting and filing requirements.
- Provide support for internal and external audits.

- **Cash Management:**

- Manage cash flow and liquidity, including forecasting and optimizing cash resources.
- Implement strategies to mitigate financial risks related to cash management.
- Reconcile accounts payable transactions and resolve discrepancies as needed.
- Perform month-end closing activities related to accounts payable.

- **Invoice Processing:**

- Receive, review and process vendor invoices for payment.
- Ensure accurate coding and classification of invoices according to company policies.
- Obtain necessary approvals and verify supporting documentation for invoice processing.

- **Payment Processing:**

- Prepare and process electronic and manual payments to vendors.
- Reconcile payment transactions and maintain payment records.

- **Vendor Management:**

- Communicate with vendors regarding invoice discrepancies, payment inquiries and other account-related matters.
- Maintain vendor files and ensure accurate vendor information in the system.

- Verify expense receipts and reconcile expense accounts.
- **Documentation and Filing:**
 - Maintain organized and up-to-date records of accounts payable transactions.
 - File invoices, payment records and other financial documents.
- **Safety:**
 - Responsible for personal health and safety.
 - Must adhere to all park regulations, safety guidelines and policies.

Qualifications:

- Bachelor's degree in accounting, finance, or related field; CPA or CMA certification preferred.
- Proven experience in financial management, non-profit accounting principles and accounts payable is preferred.
- Strong knowledge of GAAP and financial reporting requirements.
- Excellent analytical and problem-solving skills.
- Proficiency in financial analysis and modeling.
- Advanced proficiency in Microsoft Excel and financial management software.
- Strong communication and interpersonal skills.
- Strong attention to detail and accuracy.
- Ability to work independently and collaboratively in a team environment.
- Ability to work effectively in a fast-paced environment and manage multiple priorities.
- Effective communication and interpersonal skills.
- Proficiency in accounting software and Microsoft Office Suite.
- Excellent organizational and time management skills.
- Knowledge of accounting principles and practices.

Apply at the following link and remember to attach your resume and cover letter: [GMSE Application](#)